

INFORMATION SHEET ON APPROPRIATE USE OF CONTIGUOUS-TO-AREA

Eligibility under the Contiguous to Area Schedule A, 213.3112(a)(1) appointing authority is contingent upon meeting the following criteria listed below. **In addition**, all applicants **MUST** meet the Office of Personnel Management (OPM) qualifications, selective factors, and any ranking requirements for General Schedule (GS) or Federal Wage System (FWS) positions. This authority may be used to fill Permanent, Term or Temporary positions.

1. Permanent employment (Indefinite) – Contiguous-to-Area (Schedule A, 213.3112(a)(1):

- The intent of the authority is to permit permanent (full-time, part-time, or subject-to-furlough work schedule) appointment of local residents living within or adjacent to the park characterized by:
 - Isolated location
 - Substantial unemployment
 - Long commuting distances to the next closest real source of employment
 - Dependent upon the park for livelihood
 - And shortage of housing
- Can be used to fill technical, maintenance, and clerical positions only, at or below grades GS-7, WG-10, or equivalent grade levels.
- **Applicant must meet all of the criteria of this appointing authority:**
 - Individual must be certified as maintaining a permanent and exclusive residence within, or contiguous to, a field activity or district, and whose residency is expected to continue, indefinitely, without change.
 - As a minimum, the applicant must indicate their place of physical residence for the **past two (2) years** as being contiguous (adjacent to the boundary of the park). It does not include persons who reside in park housing or who move into park housing once employed.
 - Individual must be dependent for their livelihood primarily upon employment available within that field activity (at the park).
 - **Both conditions, regarding residency and dependency**, must exist and be made a matter of record on the Contiguous to Area Certification form.
 - This authority does not include persons who reside in park housing or who move into park housing once employed.

2. Term appointment

- Project in nature
- May be not to exceed 13 months with possible extension up to 4 years
- Eligible for benefits, i.e., retirement, health and life insurance, etc.

3. Temporary appointment (NTE 1-2 year or NTE 1039 hours)

- Temporary appointment 1 year with a possible extensions
- If filled for 2 years position must rest for 1 year
- After one year is entitled to health benefits
- OR Temporary not-to-exceed 1039 hours

When applications are solicited Veterans preference applies

Advertisements must be posted in job service centers, local newspaper, post office, etc.

Qualified applicants are certified in Veteran's Preference order.